

Inc. Village of Northport
BUILDING, HOUSING & CODE ENFORCEMENT
224 Main Street (631) 261-4145 Northport, NY 11768

COMMERCIAL BUILDING PERMIT FILING INSTRUCTIONS

USE FOR NEW STRUCTURES - ADDITIONS/ALTERATIONS - CHANGE OF USE

MAINTAIN EXISTING BUILT w/o PERMIT

APPLICATION SUBMISSIONS FOR ALL COMMERCIAL CONSTRUCTION:

- BUILDING PERMIT APPLICATION—all building work
- PLUMBING PERMIT APPLICATION—all plumbing work (see PLUMBING PERMIT INSTRUCTIONS)
- PLANNING BOARD SITE PLAN REVIEW OR WAIVER—All commercial building applications
- ARCHITECTURAL/HISTORIC REVIEW BOARD—New structures, changes to existing exterior and signage
- NORTHPORT FIRE MARSHAL PLAN REVIEW—all building permit applications
- AMERICANS WITH DISABILITIES ACT APPLICABILITY ANALYSIS—all building permit applications

BUILDING PERMIT APPLICATION

TAX BILL OR PROOF OF OWNERSHIP

Submit copy of tax bill or first & last page of deed if tax bill does not represent current owner with each required application

SUFFOLK COUNTY FILED MAP

Submit copy of subdivision map filed with Suffolk County Clerk for new work on vacant lots

SECTION/BLOCK/LOT

Found on Tax Bill and/or Survey

AGE OF STRUCTURE

Provide substantiation of age. **100 YRS OR OLDER, SIMULTANEOUSLY FILE HISTORIC REVIEW APPLICATION**

PHOTOGRAPHS

Submit photographs of each elevation of existing structure

DESCRIPTION OF WORK

Submit brief description of proposed construction

ESTIMATED COST OF WORK

From Contractor estimate, or cost based on current construction standards prepared by Architect or P.E.

SQUARE FOOTAGES

EXISTING: Provide **ALL** square footages of existing structures

PROPOSED: Provide **ALL** square footages of proposed construction

ALTERATIONS LEVEL 1 & 2: Provide **ALL** square footages AS PER 2015 IRC & 2016 ENERGY CODE

Level 1 Alteration:

cosmetic work on existing, up to & including removing & replacing sheetrock & insulation.

Levels 2 & 3 Alterations:

'Gutting' of interior walls and partitions: remove/replace structure, electrical, mechanical, plumbing

AFFIDAVIT OF PROPERTY OWNER

Must be filled out completely

OWNER & APPLICANT SIGNATURE(S) & PHONE NUMBER(S)

Owner signature and phone number MANDATORY; and Applicant info, if applicable

NOTARIZATION

Owner and Applicant signatures must be notarized by a NYS notary public

LEAD AGENCY APPROVALS REQUIRED

LEAD AGENCY APPROVALS MUST BE SUBMITTED WITH PERMIT APPLICATION

OWNER/APPLICANT RESPONSIBLE FOR DETERMINING IF APPROVALS ARE REQUIRED FROM LEAD AGENCIES **PRIOR TO** BUILDING PERMIT APPLICATION SUBMISSION.

Submit copies of all required LEAD AGENCY APPROVALS--permits/drawings, decisions **and/or** Letters of Non-Jurisdiction **with** Building Permit application.

APPLICATIONS MISSING LEAD AGENCY APPROVALS WILL NOT BE ACCEPTED

LEAD AGENCIES & THEIR REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

- **NORTHPORT FIRE MARSHAL REVIEW/WRITTEN APPROVAL OF PROPOSED WORK**
REQUIRED FOR ALL COMMERCIAL BUILDING PERMIT APPLICATIONS
- **AMERICANS WITH DISABILITIES**
REQUIRED: ADA ANALYSIS PREPARED BY ARCHITECT/P.E.-SEE ADA.gov FOR MORE INFORMATION
- **NYS DEPT. OF TRANSPORTATION**
REQUIRED FOR HIGHWAY BUSINESS DISTRICT PROPERTIES WITH EGRESS/INGRESS NYS ROUTE 25A
- **NYS DEPT. OF ENVIRONMENTAL CONSERVATION (DEC)**
REQUIRED FOR ALL WORK LOCATED WITHIN 200 FEET OF WATER & WETLANDS
- **SUFFOLK COUNTY HEALTH DEPT. OR NYS DEPT. OF AGRICULTURE**
REQUIRED FOR ALL RESTAURANT & FOOD-PREPARATION APPLICATIONS--PROVIDE WRITTEN STIPULATION FROM GOVERNING AGENCY AS TO WHICH AGENCY HAS OVERSIGHT.
- **TOWN OF HUNTINGTON**
REQUIRED FOR DOCKS, BULKHEADS, PILINGS LOCATED IN T.O.H. WATERWAYS
- **ARCHITECTURAL REVIEW BOARD/HISTORIC REVIEW**
REQUIRED FOR PROPOSED CHANGES TO EXTERIOR OF STRUCTURES &/OR SIGNAGE. HISTORIC REVIEW REQUIRED FOR ALL STRUCTURES 100 YEARS OR OLDER.
SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION
- **PLANNING BOARD**
SITE PLAN REVIEW OR WAIVER FOR ALL COMMERCIAL CONSTRUCTION APPLICATIONS REQUIRED
SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION
- **STEEP SLOPE PERMIT APPLICATION**
Steep Slope Permit from Planning Board required for work proposed on 10% or greater natural slope
SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION
- **ZONING BOARD OF APPEALS**
PROPOSED WORK NOT IN CONFORMANCE WITH CODE OF NORTHPORT ZONING REGULATIONS MAY SEEK VARIANCE RELIEF FROM THE ZBA. Letter of Denial issued by the Building Inspector required to file.
SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION

CONSTRUCTION DRAWINGS (3) SETS OF PLANS & SPECS REQUIRED

(1) FULL-SIZE SET & (2) JOB-SIZE SETS, signed & sealed by NYS licensed design professional. PLANS MUST BE FOLDED, NOT ROLLED. Show conformance with **2015 International Building Codes/Uniform Code Update & 2016 Energy Codes**; existing conditions, energy calculations all structure, floor plans, elevations, height calculation, electrical, plumbing, mechanical & all comprehensive sections/details/notes necessary for construction & code conformance.

SURVEY

Submit (2) copies of current guaranteed property survey with Surveyor's stamp, SC Tax Map Number, and Date

SITE PLAN: NOTE: SITE PLAN MUST BE PREPARED AS PER PLANNING BOARD SITE PLAN REVIEW REQUIREMENTS. SUBMIT SITE PLAN, DRAWINGS & WRITTEN PLANNING BOARD APPROVALS

STORM WATER CONTAINMENT: NOTE; DRAINAGE PROPOSALS MUST BE PREPARED AS PER PLANNING BOARD SITE PLAN REVIEW REQUIREMENTS AND APPROVED BY PLANNING BOARD

ZONING ANALYSIS

Comparative Chart Analysis of Required/Existing/Proposed Structures as per the Code, Zoning Chapter 306. AFFIX TO FIRST PAGE OF PLANS (see attached sample)

STAINLESS STEEL FASTENERS REQUIRED STATEMENT

Construction requirements for ACQ/Copper –treated lumber: STAINLESS STEEL FASTENERS, STRAPPING, TECOS, NAILS, ET AL REQUIRED IN EXPOSED/EXTERIOR APPLICATIONS; as per the manufacturer's warranty and product/design criteria. **NO SUBSTITUTIONS PERMITTED.** INCLUDE THIS NOTE ON PLANS

ADDITIONAL FILING REQUIREMENTS & INFORMATION

FEES

Shall be determined by the Building Inspector as per Chapter 147 of the Code, Fee Schedule

CONTRACTOR INSURANCES:

CONTRACTORS * ELECTRICIANS * PLUMBERS MUST EACH FILE THE FOLLOWING FORMS SEPARATELY:

Proof of Liability Insurance, Workers Compensation, and NYS Disability must be submitted naming the Inc. Village of Northport as certificate holder. Limits are:

- **GENERAL LIABILITY \$2M/\$1M**
 - **WORKER'S COMPENSATION & DISABILITY-must be on either NYS Workers Comp Board forms or State Fund.**
- 'ACORD' FORMS NOT ACCEPTED. Contact NYS WC Board @ 1-518-486-6307 for more information**

CONTRACTOR LICENSES

Contractors: Suffolk County Home Improvement license must be submitted.

Electricians: Suffolk County Master Electrician license must be submitted.

Plumbers: Town of Huntington Master Plumber's license ONLY must be submitted.

TAX ASSESSMENT

Be advised that the Northport Assessor's Office is notified upon permit issuance. The appropriate property tax increase shall be levied a year from the date of commencement of work.

PROPERTY OWNER/PERMIT BEARER RESPONSIBILITIES

The above-listed outline is provided as a **GUIDE ONLY** for filing building permit applications. **The Property Owner/Permit Bearer is responsible for ALL stipulations, rules, and ordinances as stated in the Code of Northport, Chapter 106, Article 1, Sections-106-1 through 106-26.** The property owner/permit bearer & their contractor should familiarize themselves with all aspects of the Code of Northport regarding their construction project.

Building Codes Online

2015 IRC/Update/Energy Codes: www.dos.ny.gov/dcea/

The Code of Northport: www.northportny.gov